

Montana Board of Crime Control Request for Proposals



The Montana Board of Crime Control (MBCC) is soliciting competitive proposals for Justice Assistance Grant (JAG) - Multi-Jurisdictional Drug Task Force (MJDTF) programs to be funded by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

Approximately **\$812,477.00** will be available during fiscal year 2020, depending upon the availability of federal funds.

Justice Assistance Grant (JAG) Multi-Jurisdictional Drug Task Forces (MJDTF) #19-08 (G)

**Application Deadline: April 12, 2019 at 12:00 p.m. noon
Project Period: July 1, 2019 to June 30, 2020**

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; Fax (406) 444-4722; Montana Relay 711 or <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

I. Eligibility

Eligible applicants are limited to state, local and tribal government agencies that are able to qualify as a multi-jurisdictional drug task force, defined below:

- **MJDTF must be comprised of law enforcement representatives from five or more counties.** A reservation will count as a county. A county or reservation may belong to more than one jurisdiction.

Any applicant that is unable to qualify as a MJDTF based upon the description defined above, is not eligible to apply under this RFP.

II. Registrations

A new applicant must register with the Online Subgrantee Application System (OSAS), at <http://apps.mbcc.mt.gov/osas/Default.aspx>, immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number.

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC.

Applicants are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).

- To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of the registration with SAM. To register with SAM, go to <https://www.sam.gov/SAM/>.

III. Deadline

Applications must be submitted online, on or before **April 12, 2019 at 12:00 p.m. noon.**

Applications will be submitted in the OSAS under the registered applicant. To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be reviewed.

Schedule of Events	
RFP Issue Date	March 1, 2019
Deadline for Receipt of Written Questions	April 5, 2019
Responses to questions will be posted on the MBCC website within 7 calendar days of receipt, through the last Friday before the RFP is closed.	
Application Submission Deadline	April 12, 2019 at 12:00 p.m. noon
Staff and Committee Review	April 12 – early May, 2019
Application Review Committee (ARC)	May 2019 (date TBD)
Board of Crime Control Approval	June 14, 2019
Project Start Date	July 1, 2019
Project End Date	June 30, 2020

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing “RFP # 19-08, Submission Assistance” as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

MBCC is soliciting proposals for Justice Assistance Grant (JAG) - Multi-Jurisdictional Drug Task Force (MJDTF) programs to be funded by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

The application process is **competitive**. Previous funding does not guarantee an award during this funding cycle.

Note: Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution will be given priority for funding. Involvement by participating agencies ***must*** be documented through current Memorandum of Understandings (MOUs) and Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins July 1, 2019 and concludes June 30, 2020. Funds may not be expended or obligated prior to July 1, 2019.

Cash Match

A 30% **hard cash local match** of the total cost of each MJDTF project (JAG grant funds plus local match) is required for each JAG-funded project. **Applicants may not declare a match of more than 30%. Match must be derived from non-federal sources.** All funds designated as match are restricted to the same uses as the federal funds and must be expended within the grant period.

Grant Funds Distribution

All grant funds are provided to subgrantees on a reimbursement basis, with proof of expenses incurred.

Unallowable and Allowable use of JAG Funds

Unallowable Costs: JAG funds may not be used (directly or indirectly) for security enhancements or equipment for any nongovernmental entity that is not engaged in criminal justice or public safety. Additionally, JAG funds may not be used (directly or indirectly) to pay for any of the following items:

- Purchase of vehicles (excluding police vehicles);
- Vessels (excluding police boats);
- Aircraft (excluding police helicopters);
- Luxury items;
- Real Estate
- Construction projects (other than penal or correctional institutions);
- Any similar items.

For other unallowable costs refer to <http://ojp.gov/financialguide/DOJ/index.htm> . Under *Top 10 Topics* select '3. *Unallowable Costs*'.

Generally Allowable Costs:

- Travel costs - Mileage, per diem, and lodging cannot exceed state rates. Refer to <http://mom.mt.gov/default.mcp> to access the Montana Operations Manual. Once inside the manual, click Travel.

For other allowable costs, refer to <http://ojp.gov/financialguide/DOJ/index.htm> . Under *Top 10 Topics* select '2. *Allowable Costs*'.

For specific information regarding allowable or unallowable costs, refer also to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

Eligibility Period

Congress has established a 48-month eligibility period for all projects except multi-jurisdictional task forces. Waiver of the 48-month limit requires that projects meet all criteria below as established by MBCC:

- Multi-jurisdictional task forces must be comprised of law enforcement representatives from five or more counties. A reservation will count as a county. A county or reservation may belong to more than one jurisdiction.
- Applicants must enter into a written, annual Memorandum of Understanding (MOU) with all participating law enforcement agencies of the MJDTF.
- Congruent to the MOU, if MBCC wishes to fund a project that will be administered by the state but benefits local governments, this project may be considered part of the pass-through amount if each local jurisdiction benefiting voluntarily signs a waiver. This waiver must be signed by a budget authority such as a county commissioner, mayor, sheriff or police chief and should certify that the local jurisdiction understands that the funds in question are set aside for local government use, believes that this program is for local benefit, and understands funding at the state level is a convenience to local government. **MBCC has already taken the lead in collecting required local jurisdiction waivers described above** but may request your assistance if necessary.
- As part of the application process, law enforcement from incorporated cities within the regional boundaries of the MJDTF must document in writing their knowledge of the task force if they are not active participants.
- Applicants must provide current letters of support with original signatures from local officials (e.g., schools, businesses, city and county officials) in the area where your task force operates. The letters should address the impact and outcomes of the task force in the affected community or counties.

Task Force Integrity and Leadership Training

The sub-grantee agrees that **within 120 days of award acceptance**, any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. ***Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement.*** This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership at www.ctfli.org.

Civil Rights Training

The sub-grantee agrees to complete Civil Rights Training provided by MBCC at the beginning of every new grant cycle. This training must be completed and certified by the Project Director and made available for review to every sub-recipient staff member who provides services, is involved

in grant activity, or utilizes funds under this funding stream. Civil Rights Training is available on MBCC's website at: <http://mbcc.mt.gov/Working-Together/Training>.

Upon completing the training, the Project Director must complete, sign and date the Civil Rights Training Certification form, keeping a copy in their file. The Project Director must send the signed original certification form with the award package documents to MBCC **within 45 calendar days after receiving the award**.

Confidential Funds Certification

For all projects involved with confidential funds from either Federal or matching funds, the U.S. Department of Justice (USDOJ) requires signed certification that the Project Director has read, understands, and agrees to abide by the confidential funds conditions as stated in the **USDOJ 2015 Financial Guide; III. Post award Requirements; Section 3.12 Confidential Funds; (Pages 102-110)** at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

The signed certification must be submitted upon returning to MBCC the accepted subgrant award package. A sample Confidential Funds Certification form for use is available at: <https://ojp.gov/financialguide/DOJ/pdfs/CFcertification.pdf>

Any activity using buy money must comply with federal and state guidelines, regardless of the source of the buy money, and must be reported quarterly to the MBCC.

Clandestine Methamphetamine Laboratory Mitigation Measures

Each of the Multi-Jurisdictional Drug Task Forces will insure that it complies with the terms of the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) Award Continuation Sheet, Special Condition mitigation measures.

This special condition facilitates compliance with the provision of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"]. No monies from this award may be obligated to support meth lab operations unless the Grantee implements this special condition.

Clandestine methamphetamine laboratory mitigation information can be found on the BJA website at <https://www.bja.gov/Funding/nepa.html>.

V. Application

Requirements

Applications and all components must be submitted based upon a **12-month** project period and **must** include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant agency, project director who must be an employee of the applicant agency, project title, project duration, and total number of months of federal support for any previous project.

Section 2: Project Budget

The Project Budget form categorizes requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly relate to the development, implementation, or operation of the specific project.

- **Supplanting**

Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

- **Federal Indirect Cost Rate Agreement**

Indirect costs must be requested in accordance with Uniform Guidance found in 2 C.F.R. Part 200. Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, *must* upload a copy of the document. If no document is provided, indirect costs requests will not be considered. Refer to Indirect Costs for additional information.

- **Cash Match**

The budget must include the required match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3.

How to Calculate Match

Formula:					
Step 1	Grant Request Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example:					
Match Requirement - 75/25 (Federal/Recipient) Federal Award = \$50,000					
Step 1	\$50,000	÷	75% Federal Share	=	\$66,667
Step 2	\$66,667	x	25% Recipient's Share	=	\$16,667

Section 3: Budget Narrative

The Budget Narrative must:

- explain and justify all budget items by category;
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested; and
- include the source of match and identify anticipated expenses to be covered by the match.

If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must show all funding sources. Timesheets must be signed by the employee and certified by a supervisor.

For example:

- show the annual salary rate and the percentage of time devoted to the project for each employee paid with requested funds.

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, evaluation, collaboration, and sustainability plans for the proposed project. The Project Narrative must be written in a 12-point font, double-spaced, and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents sections will not count toward the Project Narrative page count.

The Project Narrative *must* contain the following elements:

- *Executive Summary*

Summarize the purpose of the planned project, stating the problem or need. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4), double-spaced pages.

- *Needs Statement*

Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

- *Goal(s)*

Provide a broad statement that conveys the intent to change, reduce, or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, dynamic, realistic, and attainable. Goals should-whenever possible contain model and best practice program approaches.

- *Objectives*

Identify the specific milestones aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives *must*:

- Start with the word ‘To’ and an action verb (for example: to provide, to establish);
- Be in alignment with the goals listed in the grant narrative;
- State dates when the milestones will be reached; and
- Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

Example Objectives:

“To work directly with law enforcement to improve victim services” **is not a measurable or appropriate objective.**

“To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services during the project period” **is a measurable and appropriate objective.**

● *Implementation Plan*

Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed, and projected costs.

Implementation Plan Example:

Goal	Significantly reduce the achievement gap across specified student subgroups.			
Objective	Provide mentors for at-risk students.			
Activity / Action Step	Responsible Person(s)	Timeline	Resources Needed	Projected Costs
Develop program referral process and referral form.	Program Manager and School Counselor	Quarter 1	10 Staff Hours Total to develop referral process and create referral form	<ul style="list-style-type: none"> ● \$500 to print referral forms (paid by grant) ● \$200 for Program Manager to develop referral process and form (paid by grant) ● \$220 for School Counselor to develop referral process and form (paid by school district)
Identify students for Mentoring Program through self and staff referrals.	Program Manager and School Counselor	Ongoing throughout life of project (Quarters 1, 2, 3, and 4)	10 Staff Hours Weekly to Review, Discuss, and Admit Students to Program (5 hours each for Program Manager and School Counselor)	<ul style="list-style-type: none"> ● \$10,400 for Program Manager per year to Identify students (paid by grant) ● \$10,400 for School Counselor per year to Identify students (paid by school district)

● *Evaluation Plan*

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:

- what evidence will indicate progress; and
- how, when, and by whom evaluations will be conducted.

Include existing baseline data and the agency's commitment to provide pre and post data related to specific performance measures. Data collected should verify objectives have been met.

- *Collaboration Plan*

Describe and demonstrate how the project will promote significant coordinated public and private efforts. This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach program objectives;
- how the established partnerships compliment one another's programs; and
- how the community supports the proposed project.

Evidence of collaboration may be in the form of a Letters of Support (LOS) or Memorandum of Understanding (MOU). The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services, and must be uploaded as indicated in Section 7.

- *Sustainability Plan*

Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community's financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants, and challenges to sustaining the program. **Applying for additional MBCC grants is not considered an adequate sustainability plan.**

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

- **Certification of Affiliate Agencies Reporting Drug Task Force Crime Data:** If awarded funds, the drug task force will receive a certification form and instructions in their award package. The certification form must identify the agencies responsible for reporting drug task force crime data in their jurisdiction. **The completed certification form including affiliate agency signatures must be submitted to MBCC within 30 days after receiving the award package. Funds will not be released until MBCC receives and approves the completed certification.**

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. The Signature Page, *with original signatures*, must be scanned and uploaded into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No single person can sign as the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, or department director. The Project Director must be an employee of the applicant agency.

Section 7: Required Documents

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Documents required under this RFP, that must be uploaded into the OSAS include:

- **Budget Narrative;**
- **Project Narrative;**
- **Signature Page**, with original signatures from all parties listed in Section 6 (stamped or electronic signatures are not acceptable);
- A copy of the current, active **SAM registration**, showing current **DUNS number**;
- **Federal Indirect Cost Rate Agreement** (if applicable);
- **MOU for Crime Data Reporting** (if applicable);
If the applicant organization is a unit of local government, MBCC requires the local government applicant to be compliant with the MBCC [Crime Data Reporting Policy](#). For **your agency's** crime data reporting status use the data request form available on our website at <http://mbcc.mt.gov/Requests/CIMRequest>.
- [Accounting System and Financial Capability Questionnaire](#). Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- **Position Descriptions** if personnel are requested in the budget;
- **Drug Task Force Inter-Agency Memorandum of Understanding (MOU)** with original signatures, with all MJDTF participants. To access a sample MOU template form, click on the following link to access the MBCC "Forms" page: <http://mbcc.mt.gov/Funding/Forms-Info#General>. Scroll down under "Justice Assistance Grant (JAG)", and click on "Drug Task Force Inter-Agency Memorandum of Understanding";
- **Current Letters of Support** with original signatures (stamped or electronic signatures are not acceptable); preferably written on the supporting agency's letterhead;
- **Written knowledge of the Task Force** from law enforcement of non-active incorporated cities within regional boundaries;
- **2018 Threat Assessment:** State how your task force plans to respond to the threats outlined in your assessment;
- **Policy on Expenditure of Forfeiture Funds:** A copy of your policy must be uploaded into OSAS and may be incorporated as a component of your Drug Task Force Inter-Agency MOU; and

- **Supplemental Application Narrative Report** (only applicable to current JAG-funded MJDTFs): Include the following narrative report in your application **as a separate uploaded document into OSAS:**
 - A. Provide a progress report for your FY 2019 (July 1, 2018 – June 30, 2019) project goals and objectives.
 - B. Provide a report for FY 2019 on the number of cases your task force has worked with HIDTA, other drug task forces, prosecutors, tribes, and other local, state and federal agencies. In your report provide specific examples of the outcomes and successes of this interagency coordination and the results of each case.
 - C. Provide the number of cases for FY 2019 your drug task force has referred to federal prosecutors and the number accepted for federal prosecution. If the case was rejected, explain the reasons why.
 - D. Provide a description for FY 2019 of the impact that your drug task force has had on drug availability, deterrence and public awareness in your area of operations and statewide.

NEW - Other Documents - Not Required as Part of the Application

If an applicant program is selected for an award, the following completed documents with original signatures must be submitted to the MBCC JAG Program Manager at mthatcher@mt.gov before the applicant will be allowed to receive their award from MBCC:

- **Certification of Compliance with 8 U.S.C. §§ 1373 & 1644 by Prospective Subrecipient:** Must be completed, signed and dated by the Chief Legal Officer of the applicant government agency; (Refer to Addendum A – Page 16)
- **Certification Relating to 8 U.S.C. § § 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3):** Must be completed, signed and dated by the Chief Legal Officer of the applicant government agency; (Refer to Addendum B – Page 17)
- **Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE):** Must be completed, signed and dated by the Project Director or Chief Official of the applicant government agency; (Refer to Addendum C – Page 18)

NEW - Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website **on or before April 5, 2019 at 5:00 p.m.** Questions shall be submitted using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under RFP # 19-08. Clear reference to the section, page, and item in question must be included in the request. Questions received after the deadline will not be considered. **Program specific questions cannot be addressed during the solicitation period.**

Written responses to all questions received by the deadline will be posted on the MBCC website, under # 19-08 RFP Question and Answer Request. Applicants should consult the RFP Question and Answer Requests prior to posting a question to avoid duplication and prior to submitting an application to avoid missing potentially assistive material. Any other form of interpretation of this RFP will not be binding upon MBCC.

Crime Statistics

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. Montana's Incident-Based Reporting System (MTIBRS) is an analytical/statistical tool. Users can select reports based on offense, offender/arrestee, victim, and property data elements or can create their own custom reports based on multiple variables. Data from 2011 to the most current complete calendar year is available.

For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request the information at <http://mbcc.mt.gov/Requests/CIMRequest>, *at least five working days before the RFP deadline*. In the last field labeled "Other", please provide the name of the grant you are applying for.

Receipt Verification

All applications received by the due date will receive a letter of acknowledgment and will be assigned a grant number and a Crime Control Bureau contact person. Late applications will not be reviewed.

VI. Limitations and Funds Use

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the [Uniform Guidance found in 2 C.F.R. 200](#) of the Office of Management and Budget. In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control, and support services in the areas of grants, accounting, and financial management.

To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary, reasonable, and allocable for proper and efficient performance and administration of the award;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment (a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in a like circumstance has been allocated to the federal award as an indirect cost);
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

Federal Statutes, Regulations and Award Requirements

Every applicant is expected to review and understand each condition included in their award document. Applicants are responsible to review the information pertaining to federal statutes, regulations and award requirements prior to submitting the application. Information for these requirements can be found at: <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>

VII. Application Processing and Award

Initial Screening

An initial screening will be completed to check the application for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating disqualification.

Scoring

Successfully screened applications will be scored for responsiveness to the program scope and the requirements of this RFP. Based on the assessment of each applicant regarding current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, an applicant may be designated “high risk.”

The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

Executive Summary	5% of 100
Budget and Budget Narrative	20% of 100
Needs Statement	25% of 100
Goals	10% of 100
Objectives	10% of 100
Implementation Plan	15% of 100
Evaluation Plan	5% of 100
Collaboration Plan	5% of 100
Sustainability Plan	5% of 100

Any proposal failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Proposals receiving a score of 60% and above will be referred to the MBCC Application Review Committee (ARC). The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Applicants will receive written notice of the ARC recommendation.

Appeals

Per Board policy, if the ARC recommends denial, the applicant may appeal the recommendation. The appeal must include one of the following criteria:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow MBCC policy;
- A specific geographic region would no longer have any available program in a service category; or

- The application did not achieve the required minimum score.

Notice of Appeal must be made in writing to the Crime Control Bureau Chief within ten working days of notice of the ARC recommendation.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Following Board approval, each applicant will receive either an Intent to Award Notice or a denial letter. If funded, the application and award documents form a legal and binding agreement with MBCC requiring the applicant to perform all goals and objectives as submitted, and to adhere to the approved budget. Awards to high risk applicants may carry additional special conditions such as increased monitoring and/or prohibitions on reimbursement until certain requirements are met. High risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds until issues are resolved.

VIII. Grantee Responsibilities Post-Award

Reporting

Grantees must submit online reports within ten days following the end of each reporting period. These reports include, but are not limited to:

- Financial Reports
- Program Narratives
- Performance Measures Data
- Outcome Data

Quarterly reporting periods are as follows:

Reporting Period	Reports Due Date
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

Performance Measurement Tool (PMT)

Grant recipients will be required to submit JAG performance measures data directly to the federal PMT website; <https://ojpsso.ojp.gov/>. Once awarded, sub-grantees will be provided by email information regarding federal reporting.

Grantee acknowledges that failure to provide reporting as required *will* cause grant funding to be delayed or rescinded.

IX. Application Checklist

Refer to this checklist before submitting the online application and required additional documentation.

	Project Budget
	Budget Narrative
	Project Narrative with Required Elements
	Signature Page with Original Signatures
	SAM and DUNS Verification
	Federal Indirect Cost Rate Agreement (if applicable)
	Accounting System and Financial Capability Questionnaire
	Position Descriptions (if personnel are requested in budget)
	MOU for Crime Data Reporting (if applicable)
	Drug Task Force Inter-Agency MOUs with Original Signatures
	Current Letters of Support with Original Signatures
	2018 Threat Assessment
	Policy on Expenditure of Forfeiture Funds
	Supplemental Application Narrative Report (current JAG-funded MJDTF only)

Attachments

- Addendum A: Certification of Compliance with 8 U.S.C. §§ 1373 & 1644 by Prospective Subrecipient
- Addendum B: Certification Relating to 8 U.S.C. § § 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)
- Addendum C: Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)



Addendum A

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

FY 2018 Edward Byrne Memorial Justice Assistance Grant Program

Certification of Compliance with 8 U.S.C. §§ 1373 & 1644 by Prospective Subrecipient: Recipient State subaward to a Local Government

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2018 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2018 JAG Program"), I certify to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

- (1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2018 JAG Program.
- (2) I have carefully reviewed 8 U.S.C. §§ 1373(a) and (b), and 1644, including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. §§ 1373 & 1644 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2018 JAG Program—
 - (a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. §§ 1373 & 1644, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and
 - (b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. §§ 1373 & 1644 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.
- (4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which shall not be understood to include any "program or activity" of any planned subrecipient of a lower-tier subaward):
 - (a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. §§ 1373(a) or (b), and 1644, whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. §§ 1373(a) & 1644; or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2018 JAG Program

Recipient State from which the prospective subrecipient seeks a subaward under the FY 2018 JAG Program

Signature of chief legal officer of the prospective subrecipient

Printed name of chief legal officer of the prospective subrecipient

Title of chief legal officer of the prospective subrecipient

Date of certification

Addendum B

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

State or Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief legal officer of the State or local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
2. I have carefully reviewed each of the following sections of title 8, United States Code:
 - a. § 1226(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government "shall take into custody" certain criminal aliens "when the alien is released");
 - b. § 1231(a)(4) (federal government may not "remove an alien who is sentenced to imprisonment until the alien is released from imprisonment");
 - c. § 1324(a) (forbidding any "person," in "knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law," to "conceal[], harbor[], or shield[] from detection, or attempt[] to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation" or to "engage in any conspiracy to commit any of the preceding acts ... or aid[] or abet[] the commission of any of the preceding acts");
 - d. § 1357(a) (authorizing immigration officers, "anywhere in or outside the United States" (see 8 C.F.R. § 287.5(a)), to "interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States"); and
 - e. § 1366(1) & (3) (requiring the Attorney General annually to submit to Congress "a report detailing ... (1) the number of illegal aliens incarcerated in Federal and State prisons for having committed felonies, stating the number incarcerated for each type of offense; [and] (3) programs and plans underway in the Department of Justice to ensure the prompt removal from the United States of criminal aliens subject to removal").
3. I (and also the applicant entity) understand that USDOJ will require States and local governments (including State and local government entities, -agencies, and -officials), with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program, not to violate, or to aid or abet any violation of, 8 U.S.C. § 1324(a), and not to impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a) or relating to 8 U.S.C. § 1366(1) & (3) or 8 U.S.C. § 1226(a) & (c).
4. I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (i.e., one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
5. I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - a. the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - b. any laws, rules, policies, or practices potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that implicate any of the requirements relating to 8 U.S.C. §§ 1226(a) & (c), 1324(a), 1357(a), & 1366(1) & (3) that are described in ¶ 3 of this certification, whether imposed by a State or local government entity, -agency, or -official.
6. As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any law, rule, policy, or practice that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that would or does— (1) violate, or aid or abet any violation of, 8 U.S.C. § 1324(a); (2) impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a); (3) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1366(1) & (3); or (4) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1226(a) & (c).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. § 10271-10273), and also may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including associated certifications, are subject to review by USDOJ, including by OJP and the USDOJ Office of the Inspector General.

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (i.e., the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: State

Addendum C

2018 Justice Assistance Grant **Information Regarding Communication with the Department of Homeland Security (DHS)** **and/or Immigration and Customs Enforcement (ICE)**

Successful applicants must provide responses to the following questions prior to receiving an award:

- Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?

Answer:

- Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

Answer:

Name of Applicant/Certifying Agency: _____

Printed Name of Project Director or Chief Official: _____

Title of Signatory: _____

Signature of Project Director or Chief Official: _____

Date: _____